Internationale Kooperationen Regelung Nr. 2 für das Internationale Berufspraktikum

International Cooperation Regulation No. 2 for the International Training on the Job

English Version

Version

2018

Remark:

This regulation does not replace the "Guideline for the Trainings on the Job", but is rather an abstract for the target group: Liaison officer to the host unit, POC of the host unit, coaching officer of the host unit and trainee.

There are changes by detailed definitions in the chapter "administrative provisions", by simplifications for the "efficiency report" and by a target-group focused reduction of the content.

Contents

1 INTRODUCTION

Given the requirements for interoperability, internationalization is paramount importance and must be considered a conditio sine qua non.

This is why the Theresan Military Academy (TMA) has designed the International Training on the Job (ITJ). It lasts six weeks and integrates Austrian officer cadets into a unit abroad.

The ITJ forms an integral part of officer training.

2 GOALS AND LEVEL OF TRAINING

In particular ITJ aims at acquiring the following competences and skills:

- enhancing knowledge and improving skills for professional excellence in the branch chosen,
- gaining critical understanding of other militaries and cultures,
- taking over responsibility for own decisions,
- reflecting own competences and skills and building confidence in the quality of own training,
- familiarising with branches in an international context
- comparing national military assets and abilities to those of foreign militaries and
- personality-forming, especially development of intercultural awareness.

The characteristic of some branches (e.g. air surveillance) might cause adoptions!

Before the ITJ, the Trainees have already completed:

- Leadership Training platoon level (temporary 2iC coy commander)
- Branch specific training
- Infantry-2nd role basic tactics (security measures, react on contact, movement control, defence, reconnaissance, etc.)
- Planning and Execution of Training including levels squad, platoon and unit

The Trainees are in their 3rd (last) year of basic officers training and will be promoted to 2nd lieutenants in autumn.

3 REQUIREMENTS FOR A HOST UNIT

All planning activities are geared to providing high-quality vacancies for trainees. In this respect the host units are selected in accordance with the following criteria:

- operational experience
- availability of troops
- special training (FTXs, live firing, etc.)
- readiness to yield responsibility to officer cadets for the sake of instilling confidence into them

4 OFFICIALS INVOLVED

The following persons are stakeholders in the ITJ:

- The head of the international office
- The liaison officer to the host unit
- The POC of the host unit
- The coaching officer of the host unit

| who	what
Head of the International Office (Austria)	• Requesting vacancies • Allocation of vacancies • Final Evaluation
Liaison officer to the host unit (Austria)	• Coordination with the POC of the host unit * • Preparation of the trainee • Execution of a monitoring visit while the ITJ • Keeping contact with the host unit
POC of the host unit (host country)	• Creating a training plan in accordance with the liason officer to the host unit • Preparing the integration of the trainee
Coaching Officer of the host unit (host country)	• Integration and coaching the trainee

* The execution of a coordination meeting is appropriate.

5 ITJ VARIANTS

The ITJ can be conducted by way of:

1. integration into training within a unit abroad,

2. participation in a course of an institution abroad,

3. a combination of the above.

The diagram below shows the ideal sequence of the ITJ:
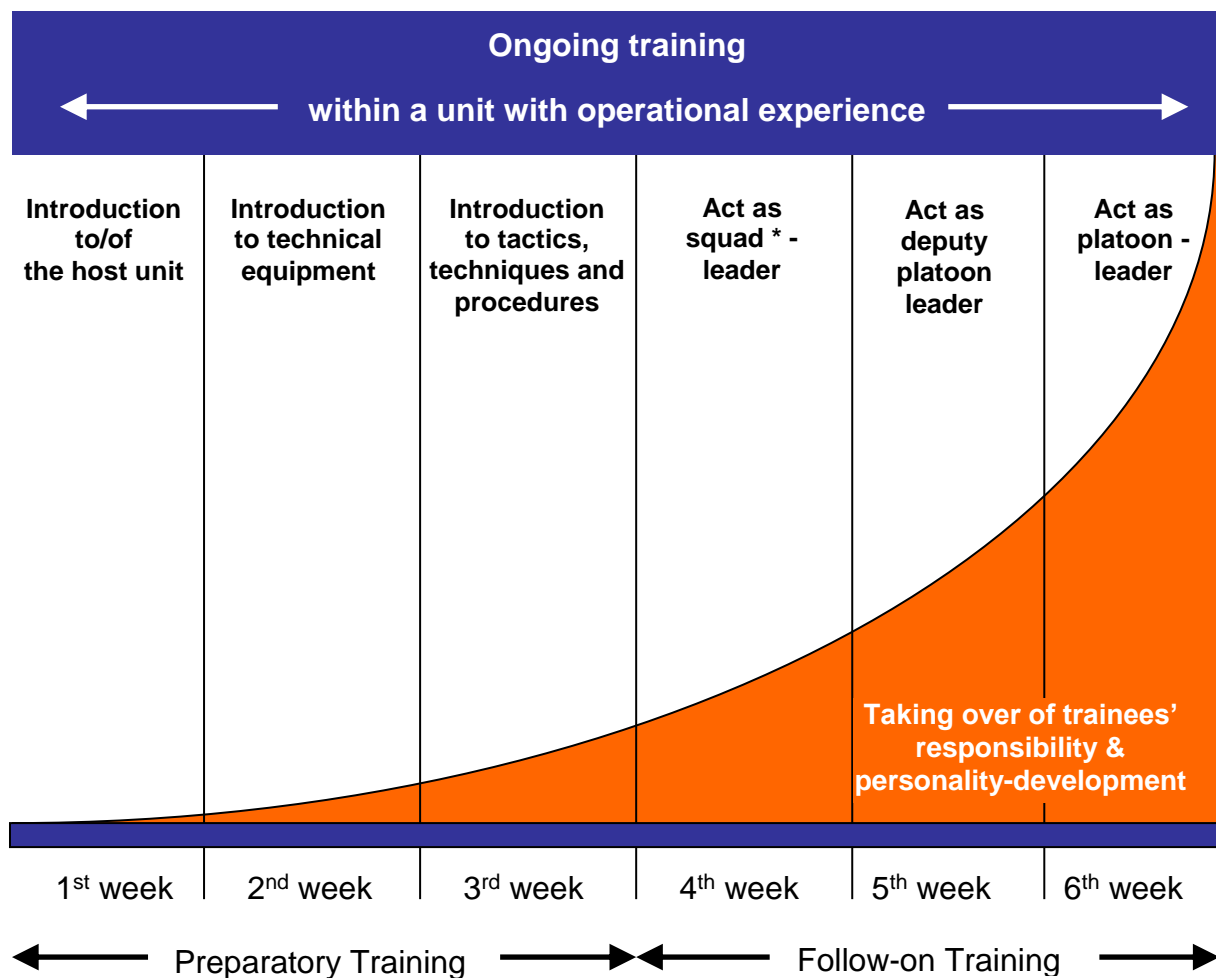
Only when given full responsibility (4th through 6th week), the trainees will develop their personality which is at the core of the ITJ.

Some circumstances might cause exception and changes to the ideal sequence.

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* squad: is a small military unit of about 8 soldiers led by a non-commissioned officer (NCO) that is subordinated to a platoon. In countries following the British Army tradition this organization is referred to as a section.

6 ITJ TRAINING GOALS

6.1 Training goals for the preparatory training

ITJ-01	**Presentations** A: Trainees brief in the language assigned on the Austrian officers' training. B: Trainees brief in the language assigned on the structure and the missions of the Austrian Armed Forces. C: Trainees brief in the language assigned on structure and equipment of squads/platoons/companies/battalions of their branch and their combat techniques.
ITJ-02	**Weapons and equipment** Trainees familiarise themselves with weapons and equipment of squads and platoons, including operational principles, branch-specific routines, procedures and data as well as with safety regulations.
ITJ-03	**Table of Organisation** Trainees enumerate and describe the squads, platoons and companies of the host unit and draw a comparison to the table of organisation and equipment (TOE) of units of the Austrian Armed Forces.
ITJ-04	**Troop-leading procedure, Decision-making process, and Orders** Trainees apply the troop-leading procedure, decision-making process, and orders for squads, platoons and companies in a military operation (eg. defence, attack, delay, object security,…). Note: The actual type(s) of the military operation will be determined by the host unit.
ITJ-05	**Tactics, Techniques, and Procedures** Trainees explain and apply the Standardised Tactics, Techniques, and Procedures for squads, platoons and companies in a military operation (eg. defence, attack, delay, object security,…). Note: The actual type(s) of the military operation will be determined by the host unit.

6.2   Training goals for the follow-on training

Out of the following training goals (ITJ-06, ITJ-07, ITJ-08 and ITJ-09) at least one needs to be covered. The host unit is free to decide on which, taking into account its specific circumstances.

ITJ-06	**Tactical Exercise Without Troops (TEWT)**
	Trainees explain and apply under supervision in the framework of tactical exercises without troops (TEWT) the troop-leading procedure, decision-making process, and orders for squads, platoons and companies in a military operation.
	Note: The type(s) of the military operation will be determined by the host unit.
ITJ-07	**Field Training Exercise (FTX)**
	Trainees deploy and exercise - under supervision and in the framework of a field training exercise (FTX) - command and control (C2) of squads, platoons and companies in a military operation.
	Note: The type(s) of the military operation will be determined by the host unit.
ITJ-08	**Computer-Assisted Exercise (CAX) or Live-Firing Exercise (LFX)**
	Trainees participate - supervised by a hosting officer conducting the exercise (OCE) - in a Computer-Assisted Exercise (CAX) or Live-Firing Exercise (LFX).
	Note: The pertinent safety regulations for a LFX need to be observed!
ITJ-09	**Training**
	Trainees plan, execute and follow-up on a training event as specified by the host unit.

7   QUALITY ASSURANCE

7.1   General

The quality assurance serves the following purposes:

- assessment of the personal development of the trainee,
- input for the continuing improvement process of the curricular development and
- planning parameters for the following year.

7.2   Quality assurance of the vacancies

Vacancies need to be checked as to their suitability for practice-oriented and realistic training, the study plans and the personality-forming efforts, using the Matrix below:

Quality assurance of the vacancies		
level	**instrument**	**time**
Head of the International Office	unit evaluation(s) & annual final report	after the ITJ
Liaison officer to the host unit	coordination meeting	before the ITJ
	monitoring report	during the ITJ
POC of the host unit & Coaching officer of the host unit	efficiency report(s)	during the ITJ
trainee	training log	during the ITJ
	after action report	after the ITJ

8 ADMINISTRATIVE PROVISIONS

8.1 Transport

Possible means of transport from Austria to the host country and back include:

- civilian aircraft,
- railway,
- official vehicle and
- privately owned vehicle.

The head of the international office decides the most efficient mean of transport.

Transport costs are under responsibility of the Austrian MoD.

8.2 Limitations/Restrictions

The trainee has to follow the orders and regulations of the host unit.

There are no limitations/restrictions in regard of working hours and duties.

The trainee has to be present during the whole ITJ. Off duty times for the host unit, are also off duty times for the trainees. These off duty times may be used at the trainee´s own discretion.

8.3 Problems and/or failures

In case of problems or failures, the POC of the partner unit has to contact immediately the Austrian liaison officer to the host unit.

The trainee is not liable to the disciplinary system of the host country. In case of disciplinary problems, the POC of the partner unit has to contact immediately the Austrian liaison officer to the host unit

8.4 Board and Lodging

Board and Lodging are provided free of charge by the host nation, based on reciprocal host nation support.

Details must be coordinated between the Austrian liaison officer to the host unit and the POC of the host unit.

8.5 Medical

Injuries or illness during the ITJ are to be reported ASAP to the Austrian liaison officer to the host unit.

Host units are providing first medical care in case of emergency. Further medical treatment is to pay by the trainee´s medical insurance.

MEDEVAC is to organize by the Austrian MoD.

8.6 Equipment

The trainee's equipment includes all individual combat gear except the assault rifle.

The Austrian liaison officer to the host unit and the POC of the host unit have to coordinate what types of Austrian uniforms and equipment are furthermore needed.

Additional needed equipment will be provided by the host unit.

The international office will make sure that trainees travelling by air get a Soldier box for early shipment prior to the flight. The repatriation is organised the same way.

9   ANNEXES

9.1   *Training Log*

Training Log

(to be filled in by trainee)

Trainee:	
Host unit:	
Coaching officer of the host unit:	
Checked on:	

Date From - to	Appointment of trainee	Assignment	supervised by:

9.2 Efficiency Report

Introduction:

The following forms show the individual competence requirements and its features.

The efficiency report shall be used in possible mission and training scenarios. The gained information is to be considered the basis for further improvements and personality development.

The coaching officer of the host unit has to use the present efficiency report at least 2 times per trainee during the duration of the ITJ.

A copy of the efficiency report has to be sent to the International Office of the Theresan Military Academy

International Office / Theresan Military Academy

Burgplatz 1

2700 WIENER NEUSTADT - AUSTRIA

Framework for evaluating the trainee:
- 1st: A mission or training scenario has to be set up for the trainee.
- 2nd: The trainee has to execute the assigned task on his/her own.
- 3rd: The performance of the trainee has to be monitored.
- 4th: The features have to be evaluated according to the competence profile (see below)

Competence profile:

Evaluate the trainees' features/behaviour from 1 to 4.

1 = 100% very good

2 = good

3 = fair

4 = negative

Suggestions for personality development including measures to be taken:

The information gained from the competence profile is to be used for a supervision talk among the coaching officer of the host unit and the trainee. Goals and other measures are to be defined (see Feedback Notes) in order to work on possible fields of learning and enhance possible strengths.

Efficiency Report
(to be filled in by the coaching officer of the host unit)

Trainee:	
Host unit:	
Coaching officer:	

Military expertise:				
is a familiarity with something, which can include facts, information, descriptions, or skills acquired through experience or education				
Features	**1**	**2**	**3**	**4**
Features adequate expertise as SQD/PLT-leader to fulfil military tasks	O	O	O	O
Applies already learned techniques and schemes	O	O	O	O
Feedback Note:				
Suggestions for personality development including measures to be taken:				

Sustainability:				
The capability to keep up physical and mental strength even under severe conditions				
Features	**1**	**2**	**3**	**4**
Keeps up discipline and stability even under stress	O	O	O	O
Has enough physical and mental sustainability to accomplish the mission	O	O	O	O
Feedback Note:				
Suggestions for personality development including measures to be taken:				

Organisational skill:

The capability to use resources of personnel and materiel in a proper way, to rank situations according to their priority by using already learned techniques – or by adapting such techniques to the situation. In this step interdependences are to be recognised

Features	1	2	3	4
Keeps track of the situation and does not get lost in details	O	O	O	O
Recognises interdependences and sets priorities	O	O	O	O
Delegates	O	O	O	O
Has a clear and concise timeframe	O	O	O	O

Feedback Note:

Suggestions for personality development including measures to be taken:

Tactical Communication:

The capability to communicate with the target group in a meaningful and understandable way.

Features	1	2	3	4
Has a clear structure	O	O	O	O
Uses a proper military language according to the situation and the target group/audience	O	O	O	O
Uses proper visualisations according to the situation and the target group/audience	O	O	O	O
Has a proper gesture	O	O	O	O
Has the capability to gain the trust of the audience	O	O	O	O

Feedback Note:

Suggestions for personality development including measures to be taken:

Personal competence:				
The capability to transfer normative rules into own behaviour and actions in order to gain trust				
Features	**1**	**2**	**3**	**4**
Sticks to military rules and regulations	O	O	O	O
Applies military courtesy	O	O	O	O
Acts accordingly without constant supervision	O	O	O	O
As officer in charge takes care of all military matters	O	O	O	O
Is self-confident	O	O	O	O
Is motivated and interested	O	O	O	O
Acts in a comradely manner	O	O	O	O
Feedback Note:				
Suggestions for personality development including measures to be taken:				

How do you see the trainee as a military leader:

9.3 *Monitoring Report*

Monitoring Report

(to be filled in by the liaison officer to the host unit)

Unit:	
Country/Place:	
Liaison officer to the host unit:	
Trainee:	
Date of monitoring:	
Meetings with:		

Rank	Name:	Function:

Intercultural skills	
What was the level of personal and job-specific integration?	
Were the language skills sufficient?	
Personality Development	
Was responsibility handed over to the trainee in order to enhance his/her personality?	
Was the assignment and working situation as expected?	
Did the supervision talk take place?	

Lessons learned for Branch schools and TMA	
Was the training and education in the respective branch and at the Theresan Military Academy sufficient for the assignment?	
Is there any content that might be used for improving the curricular?	
Organisation, assigned functions and training goals	
Was the administrative and organisational sequence conducted in a proper way?	
Were squads, platoons and companies available?	
Has the unit mission experience?	
Was there any special training content offered (live firing, FTXs)?	
Was the training log filled in properly?	
Which goals of the ITJ-01 – ITJ-09 have been achieved?	
How did the integration happen?	

Additional remarks

Consequences/coordinating instructions

9.4 *Unit Evaluation*

Unit Evaluation

(to be filled in by the Head of the International Office)

Unit:	
Country/Place:	
Trainee:	
Duration:	
Liaison officer to the host unit:	
POC of the host unit:	

Criteria	Evaluation
Transfer of responsibility in order to develop personality	
Availability of troops (Plts and Coys according to TOE)	
Special training content (FTX, live firing, etc.)	
Unit with mission experience	
Improvement of expertise	
Benefit for TMA/AAF	
Final Evaluation	
Actions to be taken / Consequences for following year	